** KATHLYN**

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| --- | --- |
| Birth Date: | August 20, 1985 |
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|  |  |  |
| Status: | Married |
| Email Add: | Kathlyn.381229@2freemail.com  |  |

**PROFILE**



A person with proven quality cost management skills. I’m looking for a company where I can share my skills and knowledge and at the same time gain new experience and challenge at work. I’m a flexible, diligent, well-rounded person and have an ability to work even under pressure.

**EDUCATION**



2002-2007 University of Southeastern Philippines, Bo. Obrero, Davao City

Course: Bachelor of Science in Civil Engineering

Passed Civil Engineering Licensure Examination November 2007

**HIGHLIGHTS OF EXPERIENCE**



* **4.33-years** - Cost Engineer in UAE
* **1.33-years** - Cost Engineer in Doha, Qatar
* **4.50-years** - Cost Engineer in Davao, Philippines

**EXPERTISE**



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| --- | --- | --- |
| • Quantity Takeoff & Estimation | • Site Coordination | • Critical Thinking |
| • Reviewing Plans & Specifications | • Site Inspection | • Cost Analysis |
| • Verbal & Written Communication | • Variation & Claims • Contracts |
| • Primavera & AutoCAD | • Time Management • Coordination |

**PROFESSIONAL EXPERIENCE**



**QUANTITY SURVEYOR & COST ENGINEER**

CHRONICLE FIRE FIGHTING SAFETY EQUIPMENT LLC (Dubai, UAE)

*December 2013 to May 2018*

*Responsibilities*

1. Read, review, and understand the project specifications, requirements, and drawings.
2. Cost planning & commercial management throughout the entire life cycle of the project from inception to post-completion.
3. Procurement advice and assistance during the tendering procedures.
4. Preparation of pricing documents, that is BOQ in tender.
5. Commercial management and contract administration.
6. Assistance in dispute resolution.
7. Supervise 10 projects - submit and maintain monthly interim account of percentage of quantities executed.
8. Assists Contracts and Commercial Manager in reviewing all contractual correspondence generated by contractors and consultants on the programme and ensures that the contractual points raised are responded to correctly and in timely manner.
9. Contract negotiations.
10. Develops and maintains complete and accurate contract files and ensures that the corporate contract files are current.
11. Prepare and monitor monthly project accomplishment and financial report.
12. Compute final account taking into consideration all variations, amount expanded from Provisional Sums.
13. Assists in preparation of Change Orders and Variation Orders.
14. Site Inspection and verification.
15. Trained four employees to take over similar projects and aid company expansion.

**QUANTITY SURVEYOR & COST ENGINEER**

FIRESTOP INSULATION TECHNOLOGIES WLL (Doha, Qatar)

*August 2012 – December 2013*

*Responsibilities*

1. Quantity takeoff from approved drawings, electronic or hard copy, bill of quantities, bill of materials, cost estimate.
2. Submit proposals.
3. Ensure that the project is completed within budget.
4. Handling of disputes.

**QUANTITY SURVEYOR, COST ENGINEER, JUNIOR OFFICE ENGINEER, WORKS ENGINEER**

ALSONS DEVELOPMENT AND INVESTMENT CORP. (Davao, Philippines)

*February 2008 – August 2012*

*Responsibilities*

1. Quantify and prepare of bill of materials based on approved and final drawings, bid forms, construction schedule, physical accomplishment report, and progress billing.
2. Check joint measurements taken by inspectors during inspection of Requests for Approvals and use them in interim and final pay certificates.
3. Supervised the construction and renovation works of malls, schools, amenities, and rest house, and ensured that it is completed on time within budget.